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PR-2025-0731-288102

OUPSA



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-071525-1307**Dept./Office: **IHK**PR No.: **STF-2025-07-00937**Date: **07-31-2025**Section/End-User: **Allen Brian Y. Conde**Category: **Office Supplies**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **SALINGKUSOG INTRAMURALS 2025**

| Item #                                               | Item Description                                | Unit  | Qty | Unit Cost | PAR/ICS | Total Cost        |
|------------------------------------------------------|-------------------------------------------------|-------|-----|-----------|---------|-------------------|
| 1                                                    | Alcohol, Isopropyl, 70% solution, 500mL         | btls  | 8   | 140.00    |         | 1,120.00          |
| 2                                                    | Paper, Bond, A4, S-24, 80 gsm                   | reams | 20  | 289.00    |         | 5,780.00          |
| Specification:<br>bright white, high premium quality |                                                 |       |     |           |         |                   |
| 3                                                    | Certificate Holder (A4)                         | pcs   | 20  | 65.00     |         | 1,300.00          |
| 4                                                    | Cup, 22", with customized metal plate           | pc    | 15  | 2,500.00  |         | 37,500.00         |
| 5                                                    | Cup, 20", with customized metal plate           | pc    | 15  | 2,300.00  |         | 34,500.00         |
| 6                                                    | Cups, 18", with customized metal plate          | pc    | 15  | 2,000.00  |         | 30,000.00         |
| 7                                                    | Cloth, Panda/Catche, for mural painting contest | meter | 50  | 45.00     |         | 2,250.00          |
| <b>TOTAL</b>                                         |                                                 |       |     |           |         | <b>112,450.00</b> |

Purpose: FOR SANITATION IN THE OFFICE

Checked by:

  
**VIVIAN Y. BALBARINO**

TWG - Office Supplies

Funds Available:

  
**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

**ALLEN BRIAN Y. CONDE**

Noted by:

**FLORIFE A. GATCHALIAN**

UNIT HEAD, PROJECT LEADER

Approved by:

**PROSE IVY G. YEPES**

PRESIDENT, VSU